

# Recruiting Announcement

Announcement No. DEU-SW-2006-01Opening Date: October 25, 2005Closing Date: November 8, 2005

U.S. DEPARTMENT OF ENERGY  
SOUTHWESTERN POWER ADMINISTRATION

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**POSITION:** Secretary (Office Automation), GS-318-6/7

**SALARY RANGE:** GS-6, \$30,731 to \$39,951  
GS-7, \$34,149 to \$44,395

**ORGANIZATION LOCATION:** Southwestern Power Administration  
Office of Corporate Operations

**DUTY LOCATION:** Tulsa, OK

**PROMOTION POTENTIAL:** The full performance level of this position is a GS-7.

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**WHO MAY APPLY:** All U.S. citizens may apply. No previous Federal employment is required. All applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, or any other non-merit factor. This position is advertised under two announcements, **DEU-SW-2006-01** and **SW-2006-01**. If you are a current federal employee, or you are a preference eligible veteran, you may apply under both announcements and receive dual consideration. If you do not meet these conditions, you must apply under **DEU-SW-2006-01**. This is a permanent, full-time position.

**GENERAL INFORMATION ABOUT SOUTHWESTERN POWER ADMINISTRATION:** Southwestern Power Administration (Southwestern) was created in 1943 to market power and energy produced at the U.S. Army Corps of Engineers hydroelectric power projects. This electricity is provided to homes and businesses in a six-state area: Arkansas, Kansas, Louisiana, Missouri, Oklahoma, and Texas. Southwestern is responsible for repaying the U.S. Treasury for all costs associated with the production and marketing of hydroelectric power. These costs include principal and interest on dam construction, as well as annual costs of operation and maintenance. Efficient operations allow Southwestern to supply economical hydroelectric power. This helps municipalities and rural electric cooperatives stay in line with limited budgets and still allow Southwestern to repay the Federal investment in dams and transmission facilities with interest. By generating hydroelectric power at 24 Federal multi-purpose water resource projects (dams), the projects have, for more than 50 years, helped to supply electricity to cities, towns, and rural areas. To integrate the operation of the hydroelectric generating plants, Southwestern maintains 1,380 miles of high-voltage transmission lines, 24 substations, and 46 microwave towers. Seventeen of the 24 generating plants are scheduled directly by Southwestern. Nineteen generating plants contribute to the interconnected system operations. Generation at five projects serves specific customer loads. Southwestern has over 100 preference customers that ultimately serve over seven million end-use customers. For more information about Southwestern, visit our Internet web site at: [www.swpa.gov](http://www.swpa.gov).

**DUTIES AND RESPONSIBILITIES:** This position serves as liaison between the Assistant Administrator, his staff, and other offices providing staff assistance and advice to four directors on administrative requirements for the Office and coordinating/controlling such actions. Provides administrative support to all subordinate Divisions, including time and attendance, travel, personnel actions, small purchases, budget formulation and execution, financial transactions, miscellaneous data entry, electronic filing, processing wireless and telephone billings, training records and requests, etc. The incumbent responds to inquiries and administrative problems brought to the Assistant Administrator's Office by members of the staff and officials of other DOE/Southwestern offices, divisions, other Federal agencies, State and local governments, utilities, and customers. Personally prepares responses on own initiative, notifies the appropriate staff official of the need for information or recommendations, and follows up to ensure appropriate and timely responses by others. Is responsible for managing the supervisor's calendar, scheduling appointments without prior clearance. As needed, fully briefs supervisor and/or Division Directors prior to scheduled meetings, as well as assemble appropriate background information. Screens calls and visitors for the Assistant Administrator, answering most questions and completing most business involving established policy or routine matters without referring people to the Assistant Administrator. Uses office automation equipment and software packages for preparing spreadsheets, word processing, scheduling and e-mail.

The duties described are for the GS-7 position. The GS-6 position is identical to the GS-7 except that the incumbent will receive closer supervisory guidance in the form of oral instruction and guidance on individual assignments.

**QUALIFICATION REQUIREMENTS:** Applicants must meet the following [qualification requirements](#) of the Office of Personnel Management (OPM) Qualification Standards for General Schedule Positions, Clerical and Administrative Support positions. The qualifications are *highlighted* as follows:

*Basic Requirements:*

The basic requirement for the GS 6 is that applicants must have one year of specialized experience equivalent to the next lower grade level (GS-5) in the federal service. For the GS-7, applicants must have specialized experience equivalent to the GS-6. *Specialized Experience* is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully and that is typically in or related to the work of the position to be filled is considered specialized. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**BASIS OF EVALUATION:** Applicants who meet the qualification requirements will be rated on the basis of relevant experience, related volunteer experience, training, job-related awards, and the ranking factors listed below. **To receive consideration, ALL applicants MUST address the set of ranking factors listed below on a supplemental sheet and include this as a part of their application package. Applications that do not include this supplemental address of the ranking factors will be considered incomplete and ineligible for consideration.** (See *Keys to Addressing Ranking Factors* below.)

**RANKING FACTORS:**

1. Knowledge of and ability to perform a full range of secretarial/organizational support functions including the ability to plan, coordinate, and prioritize administrative work in support of several principals to ensure appropriate and timely completion of tasks; to develop and implement office procedures and practices; to utilize filing and tickler systems; and to schedule and prepare for meetings. This includes the ability to gain and apply knowledge of the duties, priorities, views, policies, and program goals of those supported in order to provide information and clerical assistance.
2. Ability to effectively communicate orally and in writing to collaborate on a broad range of administrative and management issues; to accurately give and receive information; to correctly spell and punctuate documents; to compose non-technical correspondence; to assist in developing goals and objectives; to brief staff and supervisor; to screen callers and visitors; to arrange meetings and prepare meeting materials; to record minutes of meetings; and to participate in the budget formulation and execution process.
3. Skill in using office automation equipment and a variety of computer software packages in order to prepare correspondence, spreadsheets, and statistical data, etc.; to perform data entry; to utilize e-mail and automated scheduling systems; to prepare travel authorizations and vouchers; to maintain time and attendance records; to conduct financial transactions, and to work with an automated work flow system for personnel actions and small purchases. (*In addressing this ranking factor, identify specific office automation equipment, computer systems, and software packages for which you have experience and/or education. Rate your skill level as either "Basic," "Intermediate," or "Advanced" for each piece of equipment, computer system, or software package.*)
4. Skill in utilizing basic mathematical functions (addition, subtraction, multiplication, division, percentages) in order to prepare and proof statistical data, reports, and budgetary-related documents; to process billings; to encumber monies, to reconcile credit card statements; to make small purchases; to record and track training requests; and to prepare travel vouchers.

**Note: A minimum typing speed of 40 words per minute is required. All applicants must self-certify their typing speed on their application/resume. Applicants who do not document typing proficiency will not receive further consideration.**

**KEYS TO ADDRESSING RANKING FACTORS:** In your address of the ranking factors above, our subject-matter experts (raters) are looking for clear, concise examples that show the level of accomplishment and degree of responsibility. Examiners and raters are not permitted to infer anything about your application, so be sure that your statements are specific and complete. Examples that show depth of knowledge, level of skill, degree of ability, and evidence of what you actually did and the results that were obtained are essential to ensure an appropriate rating of your application. An example or model to follow in addressing ranking factors could be:

**Challenge:** Describe a specific problem or goal.

- Context:** Talk about the individuals and groups you worked with, and/or the environment in which you worked, to tackle a particular challenge (e.g., clients, co-workers, members of Congress, shrinking budget, low morale).
- Action:** Discuss the specific actions you took to address a challenge.
- Result:** Give specific examples of the results of your actions. These accomplishments demonstrate the quality and effectiveness of your skills, decisions, actions, etc.

Each ranking factor should be addressed individually with no more than two per sheet of paper. Applicants are encouraged to limit their response to each ranking factor to no more than one page.

**SPECIFIC REQUIREMENTS/CONDITIONS OF EMPLOYMENT:**

1. Applicants must be citizens of the United States (or owe allegiance to the United States).
2. Applicants must be at least 16 years of age to apply for this vacancy.
3. Public Law 103-356 requires direct deposit of Federal wage, salary, travel reimbursement, and retirement payments by electronic funds transfer from recipients who begin receiving such payments on or after January 1, 1995.
4. Incumbent is subject to some travel.
5. The selectee is subject to a brief background investigation prior to entering on duty. This brief background investigation may take up to three weeks to successfully adjudicate before selectee may begin employment. A comprehensive background investigation will commence upon effective date of hire and may take up to 9 months to adjudicate. Unsuccessful adjudication will result in the termination of employment.
6. Probationary Period: The first year of Federal civilian service of an employee who is given a career or career-conditional appointment is a probationary period, in accordance with 5 CFR Section 315.801. Unsatisfactory performance or misconduct during the probationary period may lead to termination of employment, per Section 315.804. Any current Federal employee selected for this position who has not completed his/her probationary period will be on probation in this position until that probationary period has been served.
7. Relocation Expenses: None will be provided.

**APPLICANT CERTIFICATION:** Before appointment, applicant will be required to certify that all information contained on or attached to his/her application is complete, true, accurate, and made in good faith as well as providing other suitability information. This certification will be made with the understanding that the information may be investigated, and false or fraudulent information on your application may be grounds for not hiring you, for firing you after you begin work, or be punishable by fine or imprisonment.

**HOW TO APPLY:** Candidates may submit a resume, or other documents such as an optional Federal employment application or a general employment application form. **Your application must include:**

1. Information described in the Office of Personnel Management pamphlet, "Applying for a Federal Job," which can be found at Internet web site, <http://www.opm.gov/forms/pdfimage/of0510.pdf>. At a minimum include the Announcement number (DEU-SW-2006-00), title (Secretary), and grade of position applying for (either GS-6, GS-7, or both) on the front page of your application or resume; your full name, mailing address, telephone numbers; your social security number; country of citizenship; your work and education background.
2. A copy of your most recent SF-50, "Notification of Personnel Action," if applicable.
3. **Supplemental address of ranking factors (mandatory for consideration).**
4. **Typing speed Self-Certification (mandatory for consideration).**

Failure to submit requested information/documents may result in non-consideration or a lower rating in the evaluation process. **Applications that do not include the supplemental address of the ranking factors and the typing speed self-certification will be considered incomplete and ineligible for consideration.**

Submission of the form, [Applicant Disability, Race/National Origin and Sex Identification](#), is voluntary.

Submit complete application package to:

**Southwestern Power Administration**  
**Attn: Beverly Yenter, S-1080**  
**One West Third Street**  
**Tulsa, OK 74103**

**Email: [bev.yenter@swpa.gov](mailto:bev.yenter@swpa.gov)**  
**Phone: (918) 595-6639**  
**Fax: (918) 595-6656**

Applications received in the mail must be postmarked on or before the closing date and received in Southwestern's Human Resources Management Office within five (5) working days after the closing date of the vacancy announcement. Emailed or faxed applications must be received by the closing date of this announcement. Do not send original documents; applications will not be returned. **Applications mailed in Government-franked envelopes or faxed using government fax machines will NOT be accepted.**

This job announcement is only one source of candidates the selecting official can use to fill positions. Management reserves the right to fill more than one position from this announcement within 90 days of the closing date.

#### **ASSISTANCE PROGRAMS:**

*Placement Assistance Programs:* Individuals entitled to priority consideration under the Interagency Career Transition Assistance Program (ICTAP) and/or Department of Energy's Career Transition Assistance Program **MUST** submit the documentation listed below with their application package:

1. RIF separation notice; a letter from OPM or your agency documenting your priority consideration status;
2. Current (last) performance appraisal rating of record (must be successful or equivalent—or better);
3. Narrative statement (GS positions), or Supplemental Qualifications Statement (WB positions), addressing the knowledge, skills, and ability factors listed under Qualification Requirements in this announcement; and
4. Documentation showing the promotion potential of the position from which you may be or have been separated. (Applicants are eligible for consideration only for vacancies that have no higher promotion potential.)

Eligible employees must be determined to be well qualified for this position. Well-qualified means an eligible employee possesses the knowledge, skills, and abilities that clearly exceed the minimum qualification requirements for the position.

**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**VETERANS' PREFERENCE:** The Veterans' Preference Act of 1944, as amended, provides veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns preference over others in hiring from competitive lists of eligibles. A veteran must have been separated from active duty in the Armed Forces with an honorable or general discharge. As defined by 5 U.S.C. 2101(2), *Armed Forces* means the Army, Navy, Air Force, Marine Corps, and Coast Guard. When applying for Federal jobs, eligible veterans should claim preference on their application or resume and include a copy of their DD-214. For more information about this and other veterans' issues, refer to the [VetGuide](#), published by the Office of Personnel Management.

**CONTACT:** For further information, you may contact [Beverly Yenter](#) at (918) 595-6639.

***THE U.S. DEPARTMENT OF ENERGY IS AN EQUAL OPPORTUNITY EMPLOYER.  
A HARASSMENT-FREE WORK ENVIRONMENT IS SOUTHWESTERN'S POLICY.***

What's said about Tulsa, Oklahoma? Visit the [Tulsa Metro Chamber](#) web site.